

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

FOOD PREPARATION AND SERVICE - PART 5

SELF INSPECTION CHECKLIST

Guidelines: This checklist covers most of the regulations issued by New Jersey Department of Health under N.J.A.C. 8:24. It applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not legally applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. This checklist may also be helpful in reviewing general food safety practices. Questions marked with the symbol (☞) may require the help of an outside expert. **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*).**

Garbage and Rubbish Disposal Facilities

Please Circle

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| 1. Are all garbage and rubbish containers leak proof, non absorbent, and constructed of durable metal or other approved types of material? [N.J.A.C. 8:24-6.10] | Y N N/A DK |
| 2. Are waste containers, while being stored, covered with tight-fitting lids? [N.J.A.C. 8:24-6.10] | Y N N/A DK |
| 3. Are kitchen waste containers emptied daily? [N.J.A.C. 8:24-6.10] | Y N N/A DK |
| 4. Are waste containers cleaned on the outside and inside? [N.J.A.C. 8:24-6.10] | Y N N/A DK |

Comments/Corrective Action

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5. Are cleaning supplies and an appropriate location away from food preparation areas provided to clean garbage and rubbish containers? [N.J.A.C. 8:24-6.10] Y N N/A DK

6. Are there sufficient numbers of containers to hold all garbage and rubbish containing food waste? [N.J.A.C. 8:24-6.10] Y N N/A DK

Note: Plastic bags are not mentioned.

7. Are waste containers inaccessible to vermin? [N.J.A.C. 8:24-6.10] Y N N/A DK

8. Are exterior storage areas enclosures large enough and kept clean? [N.J.A.C. 8:24-6.10] Y N N/A DK

9. Is surface area under outside waste containers smooth and nonabsorbent (e.g. concrete)? [N.J.A.C. 8:24-6.10] Y N N/A DK

10. Is the frequency of waste disposal daily or at a frequency that does not create a health nuisance? [N.J.A.C. 8:24-6.10] Y N N/A DK

Vermin Control

11. Are effective control measures utilized to minimize and eliminate the presence of vermin? [N.J.A.C. 8:24-6.11] Y N N/A DK

Note: This would include professional extermination.

12. Are all openings to the outer air effectively protected against the entrance of insects by self-closing doors, closed windows, screening, controlled air currents or other effective means? [N.J.A.C. 8:24-6.11] Y N N/A DK

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| 13. Are openings to the exterior such as caused by electrical wiring and plumbing effectively protected against the entrance of rodents? [N.J.A.C. 8:24-6.11] | Y N N/A DK |
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Floors, Walls and Ceilings

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| 14. Are floors, walls, ceilings and other materials in good repair? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
| 15. Are floors in kitchens, stock rooms, restrooms and other places where foods are stored or prepared of nonabsorbent materials and easily cleanable? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
| 16. If provided, are floor drains sealed, pitched and properly installed so as to properly function? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
| 17. If carpeting is used, is it closely woven (not shag), properly installed (sealed at seams) and kept clean and in good repair? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
| 18. Are walking and driving surfaces clean, free of debris and properly graded and drained? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
| 19. Are walking and driving surfaces provided with concrete, asphalt, gravel, or similar materials to minimize dust? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
| 20. Are coved juncture tile between floor and wall or "base board" installed to facilitate housekeeping? [N.J.A.C. 8:24-7.1] | Y N N/A DK |

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| 21. Are walls in food preparation, utensil-washing and handwashing rooms or areas of light color, smooth and easily cleanable? [N.J.A.C. 8:24-7.1] | Y N N/A DK |
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Lighting

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| 22.  Are 30 foot candles of light provided on all food preparation surfaces and at work levels? [N.J.A.C. 8:24-7.2] | Y N N/A DK |
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Note: Inadequate lighting has been associated with poor housekeeping and accidental mixing of toxic substances into food stuff.

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| 23.  Are 20 foot candles of light provided in storage and lavatory areas? [N.J.A.C. 8:24-7.2] | Y N N/A DK |
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| 24.  Are 10 foot candles of light provided in all other areas? [N.J.A.C. 8:24-7.2] | Y N N/A DK |
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Ventilation

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| 25. Is sufficient ventilation provided to keep rooms free of excessive heat, steam, grease, condensation, vapors, obnoxious odors, smoke and fumes? [N.J.A.C. 8:24-7.3] | Y N N/A DK |
| 26. Are all exhaust ducts in hoods provided with filters which are readily removable for cleaning and replacement? [N.J.A.C. 8:24-7.3] | Y N N/A DK |

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Housekeeping

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| 27. | Are effective measures taken to maintain order of storage of employees' clothing and personal belongings? [N.J.A.C. 8:24-7.4] | Y N N/A DK |
| 28. | Are laundered cloths and napkins stored in a clean protected place until used? [N.J.A.C. 8:24-7.4] | Y N N/A DK |
| 29. | Are nonabsorbent containers or laundry bags used to store soiled, or damp linen or clothing? [N.J.A.C. 8:24-7.4] | Y N N/A DK |
| 30. | Are only items necessary for the operation of the establish kept on the premises? [N.J.A.C. 8:24-7.4] | Y N N/A DK |

Live Birds and Animals

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| 31. | Are only guide dogs that accompanying a blind or deaf person permitted in food storage, preparation or serving areas? [N.J.A.C. 8:24-7.5] | Y N N/A DK |
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Enforcement Provisions

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| 32.* | Is there a food inspection at least once a year by a local board of health? [N.J.A.C. 8:52-3.4(a)2] | Y N N/A DK |
| 33.* | After an inspection by a licensed official, are evaluation placards immediately posted near the entrance of the establishment? [N.J.A.C. 8:24-9.8] | Y N N/A DK |
| 34.* | Are inspection reports provided to the public on request and maintained for 2 years? [N.J.A.C. 8:24-9.8] | Y N N/A DK |

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Food Manager Certification

- 35.* Is there at least one supervisory person who has completed a certified food safety and sanitation course? [N.J.A.C. 8:24-10.3] Y N N/A DK

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